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MISSOURI STATE ARCHIVES  
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May 4, 2006

Governor Blunt and Members of the General Assembly:

I am proud to share the Records Services Division Annual Report for fiscal year 2005. The staff of the Missouri State Archives, Missouri State Archives Local Records Preservation Program, and State Records Management Program has worked throughout the year to make government records available to its citizens. The division's success is evident in the release of new historical resources, creation of educational programs, and financial and technical assistance provided to communities throughout the state.

The Missouri State Archives is committed to fostering an appreciation of our common past through increased access to historical records and educational opportunities. During fiscal year 2005, the Archives continued to add digitized records, teaching curriculum, research guides, and other resources to its award-winning website. Among other additions, the Archives unveiled the *Soldiers Database*, a searchable index of Missourians serving in the military from the territorial period to World War I, and the *Guide to Civil War Resources at the Missouri State Archives*. These accomplishments, and ongoing projects, have made the Missouri State Archives a leader in online historical research. Readers of *Family Tree Magazine* named the website as one of the top twenty-five in the country in February 2005. The Archives also launched a new educational initiative for children in April 2005. *Archives Alive!*, a history-based theatrical performance, was presented to over 2500 elementary students from around the state. Students were given the opportunity to tour the Archives and view one of the many traveling exhibits designed by staff. Teachers were unanimous in their enthusiastic response to this initiative.

The MSA Local Records Preservation Program helps local governments to preserve and make accessible records documenting the history of their communities. Throughout the year, staff members helped government officials to inventory records, dispose of extraneous documents, and preserve those of historical value. Staff conducted workshops throughout the state on disaster planning, records retention, and conservation of documents. The Local Records Program manages the state's only publicly-funded conservation lab. During fiscal year 2005, conservators treated a wide variety of damaged documents from across the state, including an 1892 Geological Map of the State of Missouri, Excelsior Springs plans with original George Kessler architectural drawings from 1890 to 1923, and an 1814 Missouri Supreme Court case involving Santa Fe trade. In addition, the Missouri Local Records Grant Program provided \$327,572 for preservation and records management projects in thirty-three Missouri counties.

The State Records Management Program promotes the efficiency and continuity of state government by providing state agencies with the resources necessary to effectively manage their

records. Staff members help agencies to develop guidelines for the retention of documents, offer training on records management, and provide off-site storage. The Missouri Electronic Records Education and Training Initiative sponsored workshops, led by nationally recognized experts, on electronic records management for state and local government officials and staff. The knowledge acquired from these workshops was posted online to reach an even wider audience. During the past fiscal year, 16,200 cubic feet of records were received for off-site storage. Based on a five-year retention schedule, off-site storage of these records will save the state \$1.3 million.

I am pleased to lead a division whose efforts are of such benefit to the state and its taxpayers. This report highlights the achievements mentioned above and many others. I invite you to take a closer look at the Records Services Division and discover where the story of our state begins.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Robin Carnahan", is positioned above the printed name.

Robin Carnahan  
Secretary of State

# **Records Services Division**

## *FY2005 Annual Report*

### **MISSOURI STATE ARCHIVES**

The Missouri State Archives is the official repository for state records of permanent value. Its mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

#### **Research**

The Missouri State Archives is the state's largest repository for historical documents. The Archives' vast collections and holdings, dating from 1770, allow researchers to find information that brings family histories to life and assist historians in seeing the meaning in our collective past. Currently, the Archives holds more than 335 million pages of records of permanent value, 400,000 negatives, prints and slides; 188,712 reels of microfilm, and 268,275 microfiche. The records include Missouri's history under French and Spanish colonial rule and as a U.S. territory; military records of Missourians from the War of 1812 through World War I; St. Louis' role in the international fur trade; and the part western Missouri towns played in westward expansion, including the Pony Express.



While researchers continue to use traditional means to access the Archives – in person, via telephone, and via mail – the Internet continues to be the research medium of choice. In FY2005 4.4 million web requests for information were made.

#### **Projects**

Developing holdings into searchable collections is the heart of the Archives' work. Providing wider and easier access to those collections of the state's original records, and particularly using the Internet as a key tool for access, has been the principal objective of the Archives in FY05.

The Archives has continued work on several notable projects, while creating new partnerships that enable additional projects to get underway. All of these projects use technology to approach the task of researching voluminous record groups and gaining a new understanding of the history we share as a state. The Missouri State Archives continues to keep the adage "Many hands make light work" in mind as it continues to carry out its mission of making historical records available. Most of the projects undertaken

by the Archives unite our historical resources and expertise with the resources and labor of outside institutions, allowing new scholarship and public programming opportunities.

- The ***St. Louis Circuit Court Project*** includes case files dating from the eighteenth century that possess unique historical value. The records offer a mixture of colonial legal tradition with American common-law practices and provide an exceptional look at St. Louis society, including the legal recourse pursued by women and African Americans. The St. Louis Circuit Court Project is an official project of [Save America's Treasures](#), a public-private partnership between the White House Millennium Council and the National Trust for Historic Preservation.

Students from Washington University at St. Louis, University of Missouri-St. Louis, and St. Louis University work under the direction of professional staff from the Archives to process and digitize case files, stimulating further research within the court documents. An Academic Advisory Committee of historians selects themes from the court cases that have particular significance to regional and state history. The records in these thematic series are then digitized for online access. Case files currently available at <http://www.stlcourtrecords.wustl.edu> are:

- St. Louis Fur Trade Cases, 1800-1848  
These case files consist of 70 court actions that bring the international St. Louis fur trade to life. Fur trade proved to be one of the most profitable undertakings for the territorial entrepreneur. The abundance of animal pelts encouraged a number of colorful characters to move up and down the Mississippi Valley region, playing a key role in the settlement and development of the Upper Louisiana area. St. Louis dominated the Upper Louisiana fur trade; several successful companies, including the famous Missouri Fur Company of Manuel Lisa and partners, were in business there. Unique to the collection are a number of cases that reference Native American tribes and subsequent interaction with fur trades. The cases primarily involve trade disputes, many of which refer to various tribes living in or around the territory, and later state, of Missouri.
- Lewis and Clark/Corps of Discovery Case Files, 1809-1839  
These case files consist of 98 court actions in which Meriwether Lewis, William Clark or other members of the Corps of Discovery are defendants, plaintiffs, or play a prominent role. The majority of cases are disputes concerning promissory notes, debts, and the payment and assignment of notes and debts.
- Freedom Suit Case Files, 1814-1860  
These case files consist of 292 legal petitions for freedom by people of color originally filed in St. Louis courts between 1814 and 1860. They make up the largest corpus of freedom suits currently available to researchers in the United States.
- The Missouri State Archives' ***African American History Initiative*** is a rededication of efforts to recover Missouri's African American heritage. Research from the Initiative's first summer internship in 2002 was reformatted to create an interactive lesson plan, making original documents available on the office website. "*Before Dred Scott: Freedom Suits in Antebellum Missouri*" located at <http://www.sos.mo.gov/archives/education/aahi/> debuted for Black History Month in February 2003. It combines scanned original documents with a lesson plan, discussion questions, and the Show-Me Standards. The popularity of this project as a tool for teaching both Missouri and African American history has led to increased efforts to provide educational lesson plans and documents via the office website. The African American History Initiative continues to

create educational projects that use the Internet to place original documents relating to the African American experience in Missouri in elementary and secondary school classrooms across the state.

- With funding from the National Endowment for the Humanities, the Missouri State Archives' *Civil War Sesquicentennial Initiative* began with a two-day conference in June 2005. Seven historians from across the nation came to the Archives to speak on current Civil War historiography and advise staff on the creation of a traveling Civil War exhibit. In anticipation of the war's sesquicentennial in 2011, a *Guide to Civil War Resources at the Missouri State Archives* was created and placed online at



<http://www.sos.mo.gov/archives/resources/civilwar/intro.asp>.

- Seeking to improve access to Missouri's unique judicial heritage, the Archives and the Supreme Court of Missouri Historical Society joined together in 2000 on an ambitious project to create an online database index to state Supreme Court records. An annual summer internship and fellowship program was created and work on the records began. The result is access to more than 9,100 historical legal actions pursued to the Missouri Supreme Court from 1790 to 1871. The *Missouri Supreme Court Database* is searchable by name of appellant or respondent, cause of action, year, or keyword. Cases appear in the database on such diverse subjects as French fur trappers and steamboat explosions, famous historical figures and the relatively unknown men and women who built the state. The database provides an index and abstract of the criminal and civil court cases that were appealed to the state Supreme Court during the 19<sup>th</sup> century, demonstrating the richness of Missouri's judicial heritage and the role the state's judiciary played in the history of trans-Mississippi America. It is available at <http://www.sos.mo.gov/archives/judiciary/supremecourt>.
- The *Civil War Provost Marshal Index Database*, an ongoing project directed by the Archives, is online at <http://www.sos.mo.gov/archives/provost>. Using the collaborative efforts of volunteers and student interns, discrete information, such as name and subject matter, was extracted from a review of thousands of pages of microfilm. The Provost Marshal Papers for the state of Missouri are part of Record Group 109, War Department Collection of Confederate Records in the National Archives and Records Administration (NARA). Although they are records of the Union Army, they were associated with Confederate records in the War Department because they relate, in part, to Confederate citizens and sympathizers. This national collection is three hundred rolls of microfilm documents, 1861-1866; the goal is to create a definitive finding aid for the Missouri documents. The online database created by the Archives is an index of the Missouri portion of the collection, which contains thousands of pages that describe how the provost marshal affected the lives of Missouri citizens who came into contact with the Union Army, and offers a unique look at a state divided in loyalty and the war society that resulted. Over 139,000 searches have been recorded since the database debuted in November 2002.

The project has garnered much enthusiasm from the state's Civil War Roundtables, whose members are highly interested in the information generated from the microfilm. The project



influences our understanding of the Civil War era in Missouri history. In addition, the database has become the basis for college courses at the University of Missouri-Columbia, resulting in new scholarship from a manuscript collection that has been virtually untouched by researchers.

- Civil War researchers are also enthusiastic about the ***Soldiers Database***, a new resource placed online in November 2004. This database contains 576,293 entries for Missourians who served in the military from the territorial period to World War I. For most of the entries, an image of the original service card is available. The bulk of service cards, over 380,000, relate to the Civil War. The database, which can be searched by name and fighting unit, is available at <http://www.sos.mo.gov/archives/soldiers/>.
- In cooperation with the St. Louis Probate Court in 1995, the Missouri State Archives agreed to preserve the valuable information contained in the early probate decedent files of St. Louis City/St. Louis Court. The St. Louis Genealogical Society assisted in preparing early records for preservation microfilming by the Genealogical Society of Utah. In April 2003, the Archives launched the ***St. Louis Probate Court Digitization Project***. The online database indexes the files from 1802 to 1900, as well as the original pages of many probate files from 1802 to 1865. Users can enter a name and/or year into the database search engine to access over 2 million images of case documents at <http://www.sos.mo.gov/archives/stlprobate>. Digitization of and access to later records will be completed in several stages. In FY05, 57,877 searches were recorded for this database.
- The ***Pre-1910 Missouri Birth and Death Record Transcription Project***, which began in December 1999, has been available online since 2002. This project is unique in using the labor of dedicated “e-volunteers” who are provided print copies of birth and/or death records to transcribe and return to the Archives. As the project winds to a close, FY05 saw 41 e-volunteers report 1,822 hours of work. The database can be accessed at <http://www.sos.mo.gov/archives/resources/birthdeath>. During FY05, 804,440 online searches were initiated.
- House Bill 1634 (2004) made changes to RSMo 193.225 and 193.245 (4), the Missouri statutes that govern the reproduction of vital records and the information contained therein. The legislation, effective August 28, 2004, states that death records over fifty years old shall be transferred to the Missouri State Archives and copies of death records over fifty years old may be disclosed upon request. The records included in the ***Missouri Post-1910 Death Records Project*** are those death certificates created according to Missouri law after 1910, and more than fifty years old. These records are now in the legal and physical custody of the Missouri State Archives, and will be subject to the access and research policies prescribed by the Archives. A database to these records has been placed online at <http://www.sos.mo.gov/archives/resources/deathcertificates/>.

MISSOURI STATE BOARD OF HEALTH  
BUREAU OF VITAL STATISTICS  
CERTIFICATE OF DEATH

1. PLACE OF BIRTH: *St. Louis, Mo.*  
2. NAME OF DECEASED: *John William Boone*  
3. SEX: *Male*  
4. DATE OF BIRTH: *May 17, 1864*  
5. AGE: *63*  
6. OCCUPATION: *Musician*  
7. PLACE OF DEATH: *St. Louis, Mo.*  
8. DATE OF DEATH: *Oct 4, 1927*  
9. CAUSE OF DEATH: *Heart failure*  
10. PLACE OF BURIAL: *Columbia, Mo.*

There are nearly two million individual certificates of death, comprising 571 cubic feet of original records, in this collection. The project is ongoing and additional records will be made available each year. For example, in 2004, certificates from 1910 to 1954 were opened; in 2005, the 1955 certificates were opened for research; in 2006, the 1956 certificates, etc. In FY05 292 eVolunteers have devoted 9,583 hours in transcribing the indexes to facilitate patron access to these records.

- The ***Coroner's Inquest Database*** is an abstract of records containing unique information about the men and women who died in Missouri. The database can provide specific information about an ancestor's death, as well as interesting insights into Missouri's past. Researchers can also use the database to locate original records for the study of such topics as public health, social violence, ethnic communities, and urban development. The original records are available on microfilm at the Missouri State Archives. The ***Coroner's Inquest Database*** project is ongoing; additional counties will be added to the database as completed. This database went online in May 2004 and had 60,227 searches in FY05. The database is available at <http://www.sos.mo.gov/archives/resources/coroners/>.
- During the nineteenth century, the United States government, by various acts of Congress, donated some 6.5 million acres of federal land in Missouri directly to the state. This public domain land was then sold by the state, with profits designated for various internal projects or improvements. The state, rather than the federal government, issued the land patents, verifying title and ownership to the parcels sold, for purchased sections of this donated land. The patents list the name of the person(s) who acquired the land, the purchase date and patent date, as well as a legal land description including township and range, name of county, and number of acres sold.

The ***Land Patents Project*** at the Missouri State Archives is an ongoing project to transcribe information from the state-issued land patents to create a database of patent information, useful in placing an individual in a specific location at a specific time. The information contained in the land patent database includes name of purchaser, county, date of purchase, legal land description, and microfilm location for copy of full entry (reel number, volume and page number). Debuted in April 2005, this database had 16,525 searches in the three months it was online in FY05. The database can be accessed at <http://www.sos.mo.gov/archives/land/>.

- The ***Naturalization Records Project*** began in November 2003 when volunteers from the [St. Louis Genealogical Society](#), in a collaborative effort with the Missouri State Archives and the St. Louis City Circuit Court, sorted three partially-complete sets of naturalization index cards with citations to corresponding naturalization record books of the St. Louis Circuit Court. The Society then compiled information from the records into a searchable database of 93,104 entries, representing immigrant persons who filed for naturalization in the St. Louis court system from 1816 through September 1906. This database went online in March 2005, and in four months 38,351 searches were recorded for this database.

Volunteers transcribe naturalization data from various county record books and from Supreme Court of Missouri record books to produce a database of immigration information. The project is ongoing with the transcription of most of the counties' records in progress. When complete this database will include naturalizations recorded throughout Missouri. The database can be found at <http://www.sos.mo.gov/archives/naturalization/>.

- The Missouri State Archives received an American Association for State and Local History Award of Merit in 2004 for the ***Lewis and Clark Historic Landscape Project***. This award is the

most prestigious recognition of achievement in the preservation and interpretation of local, state, and regional history. In partnership with the University of Missouri-Columbia's Geographic Resources Center, a recreation of the Missouri River as it was seen by Lewis and Clark was constructed. The project led to a traveling exhibit, educational programming for children, an interactive website, and a book.

## Education

At the beginning of FY05 there were five active curriculum units and lesson plans available for download by K-12 educators on the Archives' Education webpage, which included two African American History Initiative and three Lewis and Clark-related units. In February 2005, a new lesson plan was added to the website, *Missouri's Early Slave Laws: A History in Documents*. This lesson plan was developed for students in grades 8-12 and included images of two early Missouri slave laws and two documents related to the struggle of imprisoned abolitionist George Thompson in the 1840s. A total of 29,870 web requests were received for these units in FY05.

## Exhibits

The Missouri State Archives uses documents, photographs, and artifacts to create exhibits that allow patrons to experience Missouri's rich history. Archives' exhibits, which tour the state both physically and virtually over the Internet, are designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present.

- On May 31, 2005, *Mapping Missouri: Maps from the Collection of the Missouri State Archives* closed at the Kirkpatrick State Information Center in Jefferson City. Since then it has traveled to the Foundation for Historic Preservation in Fredericktown, the Trinity Lutheran Museum in Altenburg, and the Bollinger County Museum in Marble Hill where it was viewed by more than 1,500 people. This exhibit featured more than 100 maps from the Archives' collection, many of which had never been seen by the public before. Drawing from such diverse examples as the land survey maps made by Antoine Souldard of St. Louis from 1796-1806 to a map of General Sterling Price's ill-fated invasion of Missouri during the Civil War, *Mapping Missouri* explored the history of cartographic images in Missouri and the role they played in everyday life.
- Lewis and Clark Across Missouri* traveled to the Discovery Center and the Library Center, both in Springfield; the Texas County Museum of Art and History in Licking; the Ozark National Waterways Visitor Center in Van Buren; and the Madison County Fair in Fredericktown. More than 10,000 people viewed that exhibit in FY05 and approximately 125,000 have seen it since its debut in February 2003.
- Part of the newly refurbished *Verdict of History* was on display at the Missouri Supreme Court and *Quest for a Cure* continued its run at the Fulton State Hospital.





The Archives makes its exhibits available, free of charge, to local museums, libraries, historical societies, and educational institutions throughout the state.

## **Programming**

In FY05, the Archives presented fourteen programs, free to the public, as part of its Thursday Evening Speakers Series. Some of the FY05 programs included *Missouri at Sea*, a program based on warships with Show-Me State names led by Richard Schroeder; a performance and discussion of music of World War II entitled *World War Homefront: Songs of the Time and Stories Behind Them*; *Barns of Missouri: Storehouses of History* presented by folklorist and musician Howard Wight Marshall; a presentation of the photographs of Charles Elliott Gill by Visual Materials Archivist Laura R. Jolley. In addition, our popular *Family History Day* program was presented by Archives' staff to introduce the public to basic genealogy research and increase access to Archives' databases. These programs were attended by 1,315 people.

In April 2005, over 2,500 Missouri elementary school students from all corners of the state, and both private and public schools, attended the inaugural performance days of *Archives Alive!* at the Missouri State Archives. These students enjoyed a performance of "The Molly and Delores Show," which introduced them to early Missouri history concepts and a wide array of famous Missourians. Each performance ended with a question-and-answer period for students and teachers alike.



Visiting schools, many of which also scheduled time to meet with their legislators at the Capitol and visit the Governor's Mansion, were offered a comprehensive tour of the Missouri State Archives and a chance to see some original documents and facsimiles of documents relating to famous Missourians.

## **State Document Preservation Fund**

The State Documents Preservation Fund was created in 1996 when the 88th General Assembly enacted Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of FY05, the fund balance was \$1,650.46.

## **Missouri Historical Records Advisory Board**

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program (MHRGP) and the Local Records Preservation Program.

The MHRGP was created through a \$300,000 grant from the NHPRC and a matching \$300,000 state appropriation, which funded two grant cycles, each one-year in length. Additional NHPRC funding

extended the program for a third cycle with \$25,000 from the State Documents Preservation Fund, matched two-to-one with \$50,000 from the NHPRC. The Missouri State Archives administered the MHRGP on behalf of the Missouri Historical Records Advisory Board through June 2005. This three-year program made 144 awards to organizations as disparate as community supported radio station KOPN 89.5 FM and the National Military Heritage Museum. Information about grant recipients can be found at <http://www.sos.mo.gov/archives/mhrab/board.asp>.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation and access of Missouri's documented heritage.

#### **Members of the Missouri Historical Records Advisory Board - FY05**

Matt Blunt, former Secretary of State  
Robin Carnahan, Secretary of State  
Coordinator

Joseph L. Adams  
History Professor, Maryville College  
Mayor  
University City

Gracia Backer  
Director  
Division of Employment Security  
Jefferson City

Marcia Bennett  
Executive Director  
St. Joseph Convention and Visitors Bureau

Raymond Doswell  
Curator and Education Director  
Negro League Baseball Museum  
Kansas City

Steven P. Gietschier  
Director of Historical Records  
*The Sporting News*  
St. Louis

Dr. Gary R. Kremer  
Executive Director  
State Historical Society of Missouri  
Columbia

Kenneth H. Winn  
Missouri State Archivist  
Deputy Coordinator

Nicola J.M. Longford  
Vice President for Community Services  
Missouri Historical Society  
St. Louis

Robert P. Neumann  
Director  
Greene County Archives  
Springfield

David Richards, Head  
Special Collections and Archives  
Department, Meyer Library  
Southwest Missouri State University  
Springfield

Anne G. Rottmann  
Head Librarian, State Capitol  
Legislative Library  
Jefferson City

Jeannette A. Zinkgraf  
Records Manager  
St. Louis County Government Records Center  
Overland

Dr. Benedict K. Zobrist  
Director Emeritus  
Harry S Truman Library and Museum  
Independence

# MISSOURI STATE ARCHIVES LOCAL RECORDS PRESERVATION PROGRAM

Every day, Missouri local governments produce records that document the rights of citizens, the actions of government that serves them, and the history of the community in which they live. The mission of the Missouri State Archives Local Records Preservation Program is to assist local governments in the preservation of historical records, as well as recommend techniques for the efficient management of government records.

To that end, Local Records staff participated in a variety of ventures on behalf of local governments in FY2005. These included:

- disposing of extraneous records based on retention schedules
- creating computerized record inventories
- reclaiming office and storage space through preservation microfilming
- conducting workshops in records and archival management practices
- co-sponsoring grant projects
- performing conservation treatments in the lab at the Missouri State Archives
- facilitating disaster planning

These activities improved long-term public records management and made records more accessible to the public.

## Local Field Archivists

A vital component of the Local Records Preservation Program is the work conducted on-site throughout the state by field archivists. These professionals advise, educate, encourage and assist local custodians of public records in the use of sound records management and archival practices.

***Records Consultations*** - Archivists routinely consult with local government officials and provide information on such topics as the identification of records series, application of appropriate retention schedules, proper records storage and environmental conditions, the benefits of microfilm, and the management and preservation of records in electronic formats. In FY2005 archivists consulted with the *cities* of Bates City, Carthage, Clayton, Clinton, Dexter, Fair Grove, Glasgow, Harrisonville, Jefferson City, Kirkwood, New Franklin, Reeds Spring, Warrensburg, Wardell, Webb City, West Plains and Wheatland; *school districts* in Bowling Green, Independence and Kansas City; *circuit courts* in Atchison, Audrain, Bates, Butler, Dunklin, Henry, Howell, Lafayette, Lawrence, Lewis, Lincoln, McDonald, Montgomery, Pettis, Phelps, Scott, and Warren counties; the St. Louis City *circuit clerk*; *probate offices* in Dade, Franklin, Mercer, Pike, Platte, Scotland and Taney counties; *county commissions* in Jasper, Ray and St. Francois; *county clerks* in Andrew, Callaway, Howell and Polk; Cole County Residential Services office; the St. Louis City Board of Election; *recorders of deeds* in Dallas and St. Charles counties; as well as the Cape Girardeau, Greene, and Butler *county archives* and the *historical societies* of Cass, Johnson and St. Charles counties.

***Inventories and Dispositions*** – In offices overflowing with records, it is often difficult to quickly locate documents when they are requested, particularly those considered "old" or of uncertain value. Archivists aid local officials in records management and preservation maintenance needs by determining the contents of their holdings, identifying those records that may be legally discarded, and producing computerized inventories of records with current, permanent, or enduring historical value. In FY2005, the city of Arnold, Moniteau Circuit

Clerk/Ex-officio Recorder, and Moniteau and Warren county clerks reclaimed valuable office and storage space as the result of Local Records disposition/inventory projects. Staff also initiated projects in the offices of the clerks in Grundy, Mississippi and Shelby counties and in the Texas County recorder's office.

**Grant Program Assistance** – Field archivists provided support for the Local Records grant program by conducting 16 workshops across the state, scheduling consultation visits with applicants to review proposed projects, and monitoring the progress of awarded grants.

### ***Preservation and Access Projects***

- **Judicial records** - In the past fiscal year, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri's history that exist in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program processed records dating from 1804 through 2000. Counties with projects underway in FY2005 included Adair, Bollinger, Boone, Callaway, Cape Girardeau, Cass, Cedar, Clark, Clay, Cole, Cooper, Douglas, Gasconade, Greene, Jackson, Jasper, Johnson, Lafayette, Lawrence, Linn, Monroe, Montgomery, Morgan, New Madrid, Osage, Platte, Polk, Pulaski, Randolph, Ray, Ripley, St. Charles, Saline, Vernon, Webster, Worth, and the City of St. Louis. The availability of these records will allow researchers to gain a deeper understanding of how local, regional and national issues impacted the everyday lives of Missourians and provide family historians with easy access to unique social and economic history.



#### ***St. Louis Circuit Court***

As the major activity of the federal Save America's Treasures Project, archivists completed processing, indexing, microfilm preparation, boxing, and labeling of 149 archival storage boxes and 11 oversized boxes of civil, criminal, and chancery case files, 1804-1830, for the St. Louis Circuit Court. Archivists, volunteers, and interns also focused their efforts on processing and indexing over 17 cubic feet of cases dating from 1831-1835 and 12 cubic feet of mechanics' lien cases that span from early statehood to 1875. In the spring, archivists began a comprehensive project to make the Civil War era case files available to researchers in preparation for the upcoming sesquicentennial of the war. In addition, archivists identified an additional twenty slave freedom suits to add to the project's web site.

- Field archivists endeavored to bring more information about Missouri's 19<sup>th</sup> century immigrants to light. In Cooper and St. Charles counties archivists prepared numerous series of **Naturalization Records** for microfilming and created individual index database entries for each person seeking U. S. citizenship. In St. Louis, archivists collaborated with volunteers from the St. Louis Genealogical Society to verify and place more than 93,000 circuit court naturalization entries into a searchable database.

- Historic records in the Lafayette County Clerk's collection were processed, arranged and prepared for microfilming. Within the collection are documents pertaining to guerilla activity during the Civil War, slavery, the explosion of the steamboat *Saluda*, the county poor farm, and railroads.
- **Provost Marshal database** – Staff and volunteers continued indexing microfilmed Missouri documents of the Provost Marshal General, originals held in the National Archives. This database will continue to increase annually for several years.

## Grants

The Missouri State Archives Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required. The Missouri Historical Records Advisory Board (MHRAB) establishes policy and reviews proposals. In FY 2005, the MHRAB recommended \$327,572 for 44 projects in 33 counties. Recipients included:

**Counties:** Buchanan Collector and Recorder, Butler CO Archives, Cape Girardeau CO Commission (3 projects), Cedar CO Collector, DeKalb CO Recorder, Laclede CO Recorder, Lawrence CO Recorder, McDonald CO Clerk, Miller CO Clerk, Morgan CO Recorder, Perry CO Recorder, Polk CO Recorder, Putnam CO Recorder, Ripley CO Recorder, St. Clair CO Commission, St. Louis CO Government, Stoddard CO Archives, Taney CO Recorder, Wayne CO Clerk

**Municipalities:** Branson, Carterville, De Soto, Dixon, Gladstone, Harrisonville, Liberty, Marshfield, Republic, Rich Hill, Union Police Dept., Washington

**School districts:** Alton R-4, Dixon R-1, Fredericktown R-1, Holden R-3, Jackson R-2, Lindbergh R-8, Pierce City R-6, Reeds Spring R-4, Rolla #31

The largest grant award, \$29,225, was for aperture card conversion of land records in a Recorder of Deeds office; the smallest, \$981, for microfilming permanent records; the average award was \$7,445. Other projects awarded included the purchase of records storage and access equipment, supplies, security and environmental monitoring devices; microfilming of permanently valuable public records; funding for project personnel; renovation materials and labor; consultants; document translation and indexing. Additional information about the grant program can be accessed at <http://www.sos.mo.gov/archives/localrecls/grants>.





The *Guidelines for Public Records Microfilming* specifies the standards that all grant funded projects must meet, and serve as a *de facto* guide for many localities and state agencies. The staff worked this year on a major revision of the *Guidelines* which took into account current national standards as well as the advent of technologies that facilitate the migration from film to digital media. The new *Guidelines* will be available on the website in early FY2006.

## Conservation

While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators rescue documents that, due to aging or poor storage conditions, have suffered damage and are in need of repair. The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.



**Treatment Projects** – The conservation lab treats significant historical records from local government offices. The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old “mends,” washing, mending with Japanese paper and wheat paste, encapsulation, and (sometimes) construction of a customized box. In FY2005, conservators treated a variety of records that constitute important resources for researchers.

- Early plats and maps, including a 1900 map of Gasconade County, Kahoka Cemetery map, 1857 plat map of Martinsburg, 1881 and 1918 maps of Polk County, and oversized case file maps from the St. Louis Circuit Court (dates ranging from 1853 to 1860).
- Engineering and architectural drawings: blueprints of the original Desloge city hall; Excelsior Springs plans, including original George Kessler architectural drawings, dated 1890 to 1923; Lafayette County Road Petitions (1868 & 1870); and drawings associated with formation of Drainage District No. 2 (1906-33); and documents associated with the formation of a Drainage District in Linn County (1920).
- Other valuable documents included the probate case file of Jean Baptiste Barsaloux (1807) from the New Madrid County Circuit Clerk and some 280 documents (pre-1818) from the St. Charles Circuit Court.
- Items from the State Archives, including a 1941 letter from Governor Lloyd C. Stark, 1892 Geological Map of the State of Missouri, 1814 Missouri Supreme Court case of Thomas & Robert McKnight v. James & Jesse Morrison– involving men in a failed Santa Fe trading adventure, and some 385 early documents from Missouri’s Supreme Court.
- Staff also provided mold remediation treatment on record books from Cedar County and the city of West Plains and developed a high-volume system for humidifying and flattening tri-folded

records, and provided equipment and training for these set-ups in Cape Girardeau, Jackson, and Ray county archives, where volunteers are carrying out large-scale projects under Local Records oversight.

***Consultations Services*** – The conservation staff provides technical preservation information to the State Archives, government agencies, and citizens. Providing information about disaster planning and recovery is common. Other issues included basic care and storage of all types of media (paper, books, scrapbooks, newspapers, textiles), building design and renovation, specifications for archival supplies, environmental control, disaster recovery, framing, repair, microfilming, digitization, and referral to other specialists.

- Temperature and relative humidity play a crucial role in the preservation of records. The Local Records Program has monitors and software that analyze conditions to predict the longevity of records. The equipment is used in the State Archives, and it is available to local government. Howell, Ray, and St. Charles counties used Local Record's free environmental analysis service, as did the St. Charles County Historical Society, St. Louis Circuit Court, and city of Waynesville.

One Recorder borrowed these monitors to determine whether the commercial microfilm storage vault actually met ANSI standards for long-term storage. When the data proved the vendor's vault was inadequate, the Recorder constructed a purpose-built microfilm vault, drawing upon the conservators for technical specifications.

- In FY2005, conservators provided guidance to State Fair College, the State Historical Society, and University of Missouri-Rolla; local officials in Bollinger, Butler, Carter, Dallas, Jackson, Jasper, Pike, Shannon, St. Louis, Stoddard, and Taney counties; and to municipal officials in Clayton and West Plains. Conservators also provided onsite consultation to Cedar, Pettis, Polk, and St. Charles counties, and the State Historical Society of Missouri.
- Other Missouri clients included the Bushwhacker Museum, Flower Pentecostal Heritage Center, Fredericktown's Foundation for Historic Preservation, Frenchtown Heritage Museum, Kingdom of Callaway Historical Society, Missouri Historical Society, Morgan County Museum, and Washington Historical Society.

## **Resources**

### ***Local Records Inventory Database***

The Local Records online database continues to support research in Missouri history, as well as provide direction for genealogical research. Records from courthouse and municipal offices, dating from the 19th century and including the judicial system, document the interactions of government and citizens. While originally created for a specific administrative or legal use, the documents have now evolved into the state's recorded history, playing roles in understanding persons, events, eras, themes, or institutions.

Since its inception, the Local Records Program has completed computerized inventories for over 460 offices, giving local officials intellectual control of their records and the ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous data set, located at <http://www.sos.mo.gov/CountyInventory/index.asp>, is available to local governments and the public. The database is a compilation of inventories of local government records identified as having permanent or enduring value that are housed primarily in county and municipal offices, as well as some libraries, museums, and historical and genealogical societies that maintain government records. The database does not contain names of individuals found in these records and not all Missouri offices have

been inventoried. This database is updated periodically as additional inventories are completed. During FY2005, the Local Records Inventory Database registered 62,110 web site searches.

### ***Records Center Planning***

As more and more government units are recognizing the need to establish record centers and archives for storage and preservation of their permanent records, the Local Records staff has developed [Preservation Concerns in Planning a Record Center](http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp), an on-line resource to assist in their planning. This program, developed and tested with some local officials is available on the website at <http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp>. In FY2005 Local Records staff consulted with Howell, Ray, and St. Charles counties to help plan such facilities.

### ***Retention Schedules***

Missouri State Law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff analyzes records series produced by local governments based on their current and long-term administrative, fiscal, legal and historical values and submits detailed appraisals in the form of draft records retention schedules to the [Local Records Board](http://www.sos.mo.gov/archives/localrecs/schedules) for review and promulgation. In FY 2005, staff prepared twenty new entries to the General Records Schedule, began a comprehensive review of municipal and county Election records series, and collaborated with the St. Louis Zoo to develop descriptive schedules for Zoo records. The schedules for county and municipal governments and minor political subdivisions are available at <http://www.sos.mo.gov/archives/localrecs/schedules>.

### ***Outreach Activities***

- To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, staff annually conducts programs on a variety of records topics at the Missouri Police Chiefs and Clerks Association, Missouri Municipal League, Circuit Clerks and ex-officio Recorders of Deeds Association, and regional city and county clerks' organizations.
- The Local Records booth at the annual Missouri Association of Counties conference provides an excellent opportunity for senior staff to educate local government officials about the products and services the Program offers.
- Staff conducted programs highlighting our efforts to bring historical resources to the public at the Ozark Genealogical Society conference, Tri-County Genealogical Society, and presented the "Caring for your Family Treasures" program at the Ozark and Polk County Genealogical Societies.
- Archivists assisted the Missouri Historical Records Advisory Board by providing oversight of NHPRC-funded regrant projects.
- Staff continues to provide support for the National History Day competition, serving as judges at both regional and state contests. An archivist also presented a Missouri Day program on state history for the Seneca Middle School.
- Conservators conducted a hands-on workshop, *Care and Repair of Documents*, in St. Peters for local officials and private organizations that house public records. The staff offered the workshop twice, on successive days, because response was so high. Conservators taught four workshops on preservation microfilming – in Independence, Springfield, St. Charles, and Cape Girardeau. Hands-on mini-workshops were taught to students from St. Joseph's School (Westphalia), and Belair School 4<sup>th</sup>-graders received tours of the conservation lab.

- Conservators taught day-long preservation management workshops in St. Charles, Columbia, and Nevada.
- Staff gave programs and educational tours explaining the operations of the conservation laboratory to several groups, including municipal clerks, graduate students from the University of Missouri-Columbia, government officials from China's Shandong Province, and outgoing Governor Holden. Conservators continued to provide basic orientation and training for new staff members and interns at the State Archives.
- Disaster preparedness sessions remained popular. The staff presented a training program in OSCA's Records Management course, and another to emergency managers and historic site coordinators in Independence.



## **Professional Development**

- Local Records staff continued their active involvement with professional associations throughout FY2005. In addition to attending educational programs, staff served as expert speakers and workshop presenters at the annual meetings of the National Association of Government Archives and Records Administrators, American Association of State and Local History, Midwest Archives Conference, regional chapters of the Association of Records Managers and Administrators, Kansas City Area Archivists, Association of St. Louis Area Archivists, Springfield Area Archivists, and the Public History Alliance of Missouri.
- Staff also served in leadership positions on committees and boards of the Society of American Archivists, Academy of Certified Archivists and National Association of Government Archives and Records Administrators.
- Archivists and senior administrators participated in the Missouri Electronic Records Education and Training Initiative workshop series, the NEH Civil War Conference at the state archives, and the annual Missouri Conference on History and Mid-America Conference on History.
- Staff attended the Columbia/Jefferson City ARMA seminar on electronic records, "Getting Ready for 2010: Lessons from 10 Years of E-Discovery."
- Staff contributed articles to Missouri's historical journals based on records in local government collections.

## **Volunteers and Interns**

Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to cooperate in preserving historic executive and judicial records. Citizens in Adair, Butler, Callaway,

Christian, Cooper, Douglas, Howard, Jasper, Lawrence, Morgan, Platte, Polk, Ray, Saline and Vernon counties, and the City of St. Louis, donated 3,977 hours in FY2005.

Each year, the Local Records program offers students in publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. In FY2005, students from Missouri Southern University, Southeast Missouri State University and Southwest Missouri State University (now Missouri State University) worked under the supervision of field archivists to process and index historical documents in local government archives in Cape Girardeau, Greene, and Jasper counties.



## **Local Records Board**

The Local Records Board serves as the coordinating board to establish proper retention schedules for all local governments. The board derives its authority from RSMo 109.230 and 109.255.

### **Members of the Local Records Board – FY05**

Diane Barnett  
Deputy County Clerk  
Webster County Courthouse

Virginia Habjan  
Public Administrator  
Vernon County Courthouse

Dennis C. Black  
St. Charles Historical Society

Kathy Jones  
City Clerk  
Shelbyville

Jeff Chorpening  
Sunrise Beach

Parrie L. May  
City Register  
St. Louis

Dan Colgan  
Superintendent  
St. Joseph Public Schools

Peggy McGaugh  
County Clerk  
Carroll County Courthouse

Ann Copeland  
Recorder of Deeds  
New Madrid County

Ron Mosbaugh  
County Clerk  
Jasper County Courthouse

Pam Doanne  
Pettis County Clerk

Barbara O'Connor  
City Clerk  
Cameron



Melinda Gumm  
Circuit Court Clerk  
Cedar County Courthouse

Tom Vansaghi  
Metropolitan Community Colleges of Kansas City

## STATE RECORDS MANAGEMENT PROGRAM



Electronic records

The effective management of the state's records is fundamental to the operation of our government. Records provide the basis for efficiency and continuity in government. They enable and document the business of government. They provide evidence as to how decisions were made and policies implemented. They clarify obligations and protect citizens' rights and privileges.

The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, hold state officials accountable for their actions and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and the Imaging Services Section.

### Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. The professional Records Analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. Analysts help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.

#### *Records Retention and Disposition*

A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal, and fiscal functions, but no longer. A few records, typically less than one percent of those created in a given year, should be retained permanently because of their historical significance.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet their business needs. They thoroughly research statutes, regulatory codes, and

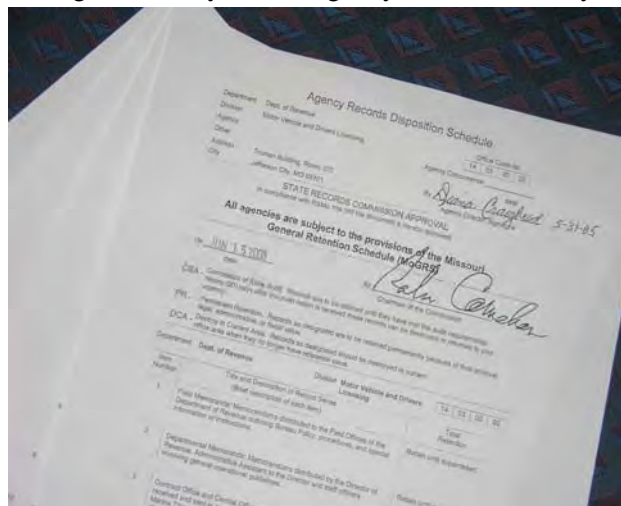


Active office files

similar records series in states across the nation. The analysts work with the agency to prepare draft disposition schedules, which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.

After reaching consensus with the agency, the analysts take the proposed *Agency Records Disposition Schedules* before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 950 records retention and disposition schedules.

In addition to agency-specific schedules, the staff has developed the *General Records Schedule (GRS)*, which lists series of records that are common to all agencies and provides retention and disposition instructions. Any state agency may use the authority of the GRS to dispose of records listed on it. Records Management is looking to significantly expand the number of records series included in the GRS in 2006 and 2007.



Approved Agency Records Disposition Schedule

### ***FY2005 Accomplishments***

In FY2005, the Records Management Division developed, and the State Records Commission issued, a new *Appraisal and Scheduling Standard* to guide the development of records disposition schedules. The standard sets forth in writing for the first time the principles and procedures that state agencies must follow in conjunction with Records Management Division to create or revise agency disposition schedules. Two notable new provisions of the standard are that

- the format of schedules has been revised to include much more information about each record series and make it more user-friendly, and
- increased emphasis is placed on shortening the retention of inactive records to the shortest possible period, including a review of “Permanent” retentions to ensure they are based on legitimate historical records values.

The State Records Commission in FY2005 also authorized a significant change in the state government’s handling of financial accounting records which will significantly streamline government operations. The Records Management Division received [SRC approval](#) of a new arrangement it had worked out with the Office of Administration’s Division of Accounting, under which all agencies would retain their own supporting financial documents and retire them directly to the State Records Center for storage rather than funneling them through the Division of Accounting. The new process gives agencies much faster access to their records when needed, eliminates a significant amount of work for the Division of Accounting, and improves the searchability of the records for the State Records Center staff. The new procedures take effect beginning in FY2006.

### ***Staff Training and Development***

During 2005, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. As agencies increasingly turn toward electronic records technology such as email, scanning, instant messaging, and web-based transactions, the records analysts and electronic records archivists remain

prepared to work with agency managers and IT officials to evaluate the recordkeeping requirements of new systems and work processes.

### ***Statewide Electronic Records Training Initiative***

The Missouri State Archives received a grant from the National Historical Publications and Records Commission (NHPRC) to conduct a 2-year training program on electronic records management and preservation for state and local government officials. In FY2005 the Missouri Electronic Records



John Breeden instructs MERETI workshop 4.

Education and Training Initiative – MERETI – conducted a series of day-long training workshops on various electronic records issues. The initiative was jointly coordinated by the Records Management and Local Records Divisions.

MERETI brought nationally recognized experts on electronic records issues to Missouri to conduct presentations and workshops for government officials and the state's archives and records management professional staffs. Knowledge gained from these workshops has been posted to a MERETI web site for wider distribution, along with other useful tools and electronic records links. The website may be viewed at <http://www.sos.mo.gov/records/mereti/>.

During 2005, four of the initiative's seven workshops were completed. The first two dealt with the basics of records management and of information technology. The workshops then got progressively more technical, covering the management of electronic records and trustworthy information systems. The participants represented a wide spectrum of government agencies, at both state and local levels, and a strong mixture of information technology, records and archives, and program management backgrounds.

### **State Records Center**

Many records may be referred to for years after they are no longer current, and therefore must be retained. The inactive life of a record can range anywhere from two years to 75 years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The State Records Center saves the state money by providing off site storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can retrieve records whenever they are needed, and return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that worthless records are disposed of as soon as possible after they are eligible.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records. Thus, only the agency has access to its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

### ***Facilities***

The State Records Center operates in three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility can hold 151,800 cubic feet (or boxes) of records. The KSIC has been at near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.



Records stored at KSIC

The two annex facilities do not have air conditioning, so records stored in them experience the extremes of Missouri's temperature and humidity changes. Therefore, every effort is made to store only short-term records (those with a retention period of ten years or less) at these facilities. However, some long-term records that cannot be accommodated within the KSIC are stored in the Annex facilities.

Annex 1, located off Missouri Boulevard in Jefferson City, houses 76,500 cubic feet of records. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001. Annex 2's current shelved capacity is 84,100 cubic feet of records, bringing the current total State Records Center capacity to 312,400 cubic feet. Additional

shelving is being added to Annex 2 as funds become available, bringing the Records Center closer to its maximum potential capacity of 336,000 cubic feet in the three buildings.

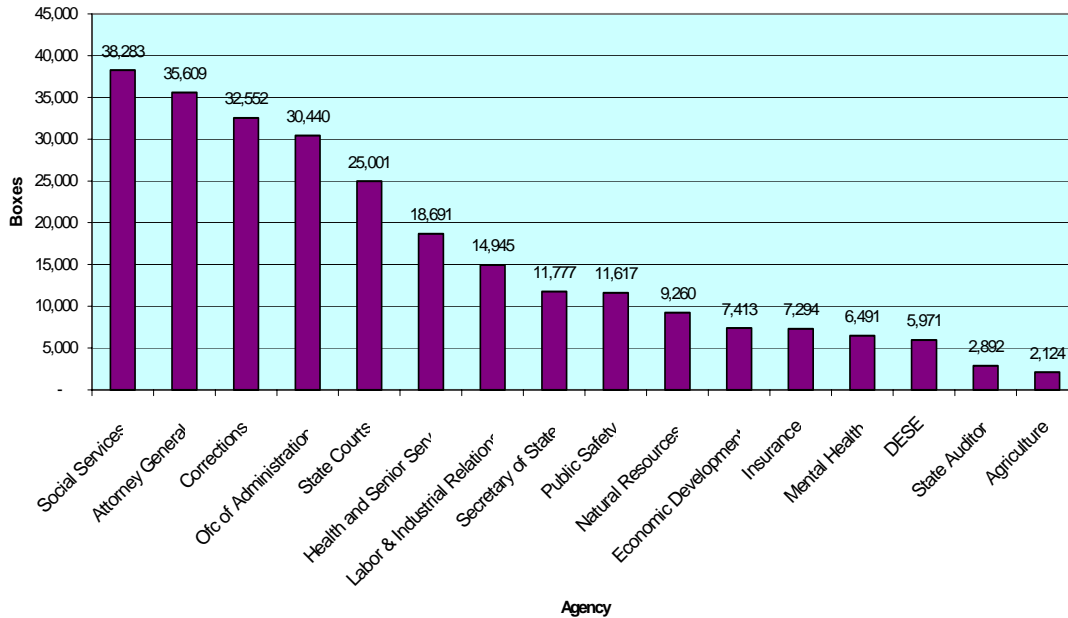
### ***Holdings***

Total accessions for FY05 were 28,000 cubic feet of records. Staff recycled 11,800 cubic feet of records that had met their retention requirements. Thus net growth, accessions of new records minus destruction of obsolete records, was 16,200 cubic feet.

As of June 30, 2005, the State Records Center held 269,449 cubic feet of records of which more than 128,800 cubic feet are permanent and will not be destroyed. While Records Management maintains more than 950 *Records Disposition Schedules*, only 217 agencies take advantage of the Records Center's services. The following chart illustrates the volume of records stored by the sixteen most active state departments.



State Records Center Holdings FY 05



### Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, assume that the retention period for the 16,200 cubic feet of records accessioned in FY05 is five years. Based on the average cost of a four drawer letter sized file cabinet, the floor area required to place and access files in cabinets, and a statewide average cost of leased office space of \$11.50 per square foot, the estimated annual cost of storing one cubic foot of records in an office environment is \$18.50.

On the other hand, the average per year cost to store a cubic foot box of records in the State Records Center is \$1.06. In the first year, processing, supply, and transportation costs make the costs higher, at \$4.77. The cost to process and destroy a box is \$0.99. The following table compares the costs of storing FY05 accessions for five years in the records center versus storing them within the agencies' offices.

Cost Comparison:  
Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.77	\$18.50
Years 2-5	4.24	74.00
Destruction	0.99	0.99
Total Cost per box	\$10.00	\$93.49
Cost to store 16,200 boxes five years	\$162,000	\$1,514,538
Savings over five years	\$1,352,538	



### ***Courier Services***

Records Center personnel schedule pick-up and delivery services for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for arranging for their own records shipments. Records Center personnel can assist out-of-town agencies in locating transportation services.

### ***Servicing the Records***

Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. This process is referred to as *Pull Requests*. On average, Records Management processes 66,500 pull requests each year to support state agencies' performance of their missions.



State Records Center delivery truck

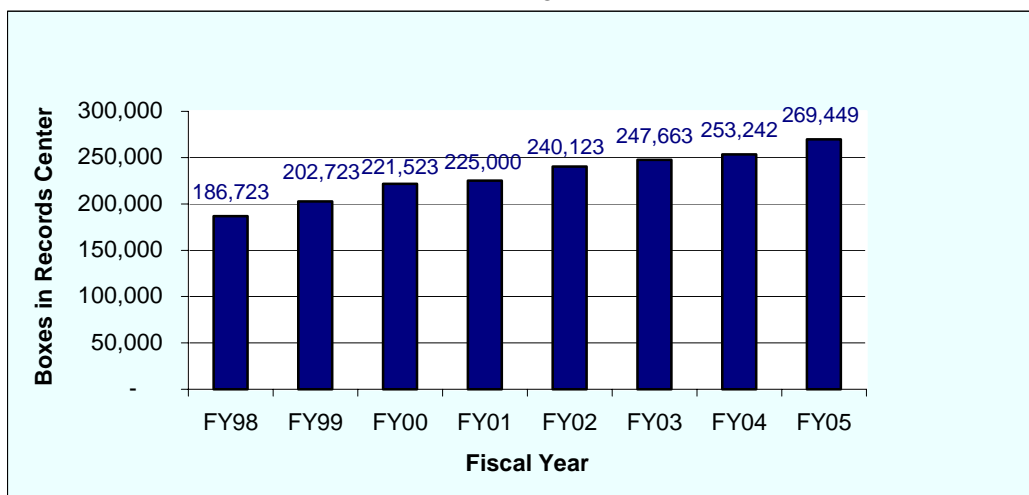
### ***Records Center Growth***

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the ideal of the “paperless office,” where paper files and records could be eliminated or greatly reduced.

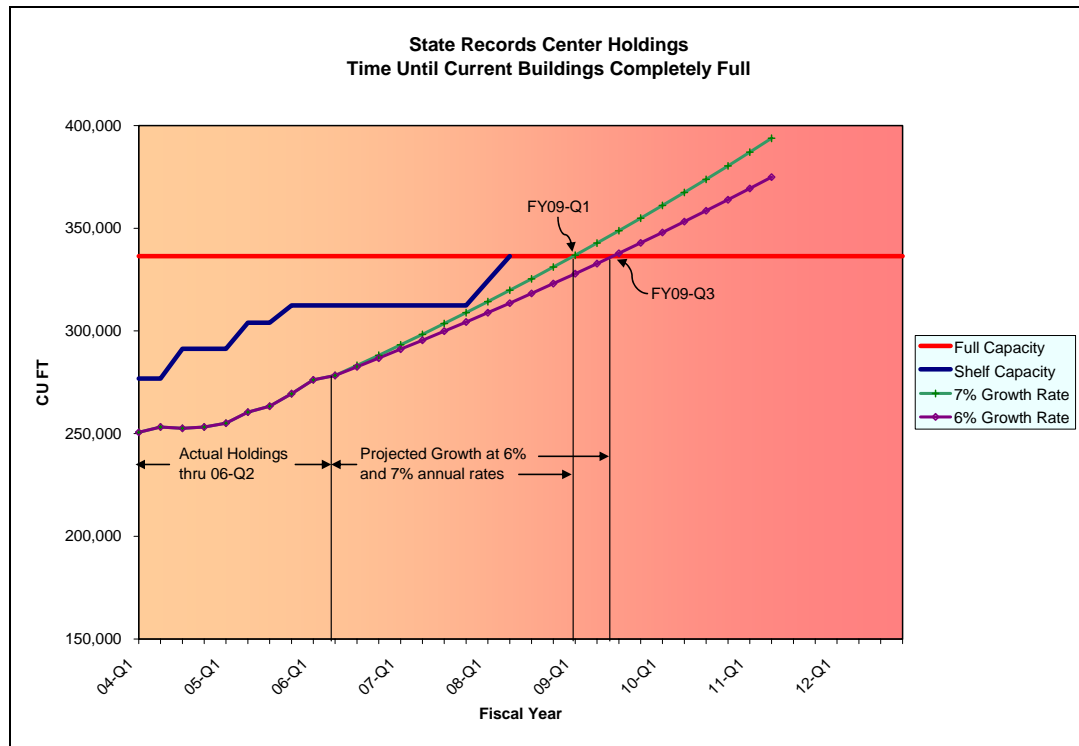
In fact, the widespread use of PCs and inexpensive printers in the workplace has led to rapid growth in the creation of paper records. According to a December 12, 2005 article in *The Christian Science Monitor*, “In the early to mid-‘90s, a booming economy and improved desktop printers helped boost paper sales by 6 to 7 percent each year. The convenience of desktop printing allowed office workers to indulge in printing anything and everything at very little effort or cost.”

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage growth of holdings in the State Records Center over the past 8 years.

State Records Center Holdings:  
FY98 through FY05



Records Management staff has worked diligently to limit the rate of growth in Records Center holdings, by promptly processing destruction of eligible records as expeditiously as possible, and by reviewing agency disposition schedules to shorten retention periods when appropriate. Nevertheless, holdings are growing at a rate of over 6% per year over the past 8 years. The Records Center had to add Annex 1 in 1995 and Annex 2 in 2001 to accommodate this growth, and at the present rate, Annex 2 will run out of room by FY 2009.



Records Management believes that the most effective means to deal with this problem is for the state to plan for and build a dedicated records storage facility, designed specifically for the efficient and economical storage of records in all media, and providing room for expansion to accommodate future growth. A new Records Center Building would allow consolidation of records from the Kirkpatrick State Information Center and the two leased annex facilities in Jefferson City into a single location, greatly reducing operating costs and increasing staff efficiencies. The Missouri State Archives, whose holdings of permanent historical records have outgrown their current storage space, would be able to expand into the environmentally controlled KSIC storage area.

Records Management raised the concept of a Records Center Campus previously, in 2000. Although it was considered favorably at the time, then-current budget situations prevented it from being advanced beyond the initial stages. The need for a solution to the storage space shortfall problem is inevitable, and the process to plan and build the envisioned new Records Center is lengthy. Therefore, Records Management will work to initiate formal planning during FY2006.

## Imaging Services

Microfilm is an ideal storage medium for the preservation of long-term and historically significant records. Imaging Services Section operates a full-service microfilm laboratory. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and

storage within a state-of-the-art environmentally controlled vault. Imaging Services utilizes a high speed digital scanner and Kodak Digital Archive Writer to scan important records for easy access while ensuring their long-term preservation on proven microfilm media.

### ***Source Document Conversion***

Some records are better suited for microfilming than others. A general rule of thumb is that if a records series must be retained for more than twenty years, it may be more cost effective to store microfilm than paper. However, there are other factors to consider, including how often the records are referenced, if they must be updated, and the quantity of the records. The Record Analysis and Consultation unit assists agencies with these sorts of considerations. During FY05, Imaging Services filmed 1,959 cubic feet of paper records producing 5.9 million images.

### ***Processing, Duplication, and Quality Assurance***

In addition to processing and duplicating film that the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY05, technicians processed 9,649 rolls of microfilm and duplicated 18,795 rolls.



### ***Vault Storage***

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 150,000 rolls of archival microfilm are stored in the vault.

## **State Records Commission**

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

### **Members of the State Records Commission – FY05**

Robin Carnahan, Chair  
Secretary of State

Senator Gary Nodler  
Missouri Senate

Kenneth H. Winn, Secretary  
State Archivist

Representative Robert Behnen  
Missouri House of Representatives

Ken Kuster, Designee for  
State Auditor Claire McCaskill

Dan Ross  
Missouri Chief Information Officer

Brett Berri, Designee for  
Attorney General Jeremiah W. Nixon

Dr. Gary R. Kremer  
Executive Director, State Historical Society